

**INFORMATION TECHNOLOGY COMMITTEE  
MINUTES  
March 1, 2006**

PLACE: Room 119

TIME: 8:30 A.M.

ITC MEMBERS ATTENDING: Hovell, Plehaty, Gray, Berry, Ginsberg, Shea, Crary, Agresta,  
Lovello, Penn

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**Approval of Minutes**

Mr. Plehaty made a motion to approve the February 1, 2006 meeting minutes as written. That motion was seconded by Mr. Crary and unanimously approved.

**Budget Reviews/Requests—Ginsberg/Crary**

Mr. Ginsberg and Mr. Crary updated the Committee on the two major technology projects within next year's budget—GIS Conversion and CityView Phase II. Those have each been placed within the Planning and Zoning Department's budget.

Regarding the Cityview Phase I project, Mr. Ginsberg mentioned that his Department and the Building Department are now in the midst of "data scrubbing"—editing the many existing databases to reflect correct, updated information. This includes conflicting address information such as recent changes of addresses, and changes in assessor map and lot numbers. He said that Nancy Sarner has been involved in some of the "data scrubbing", and has been very helpful.

He added that CityView training was recently held for all of the staff within the Planning and Zoning Department, Building Department, and Fire Marshal's office over a nine day period in February, and he had attended nearly all of those sessions. The "scrubbed" databases will be FTP'd to Municipal Software on March 1 or 2, allowing the software company to make final changes and modifications to the forms and screens. The Town is still scheduled to "go-live" in late March. Mr. Ginsberg again confirmed that the project is fully on schedule and within budget. In response to a question, Mr. Ginsberg outlined some of the many advantages of the CityView implementation. These include, but are not limited to: consistent data entry, elimination of duplicate data entry, and better coordination between Departments. Mr. Crary added that the CityView implementation is quite a substantial project, and will be quite beneficial in the long-run.

Ms. Agresta mentioned that Town's assessment information should be on the Town web site, and specifically cited zillow.com. Mr. Hovell said that there are policy implications which need to be considered by the Board of Selectmen, especially as it relates to privacy.

**Board of Education Activities--Shea**

Ms. Shea updated the group on recent Board of Education activities, including the adoption of the technology plan. Mr. Adams said that he has recently implemented a data mining system.

**Town Activities--Crary**

Mr. Crary confirmed that the Town will be working on their web page over the next year. He added that the cable TV wiring has been installed in room 206, and they are waiting for the cameras. They should be installed within the next three months. He is working with Mr. Dever on this project, much of which has been implemented through grants, and not Darien taxpayer funds.

Ms. Berry said that it is imperative that Town Departments put updated information on the Town web site. Some Town Departments are now in the habit of emailing information over to Ms. Sgammatto, while others are not as conscientious. She cited the Planning and Zoning Department as an example of a Department that routinely updates its site. Mr. Crary agreed that there is a need for Departments to be cognizant of the web site and use it to post relevant information and news. He said that the role of the web site committee will be to prioritize information. Ms. Berry said that Department secretaries can play a role in getting information on the web site. She said that the Contribute software will make it easy to update the site.

**Library Activities—Berry/Gray**

Ms. Berry said that the Library is now focused on weblogs, which are dialogues. She distinguished the library's weblogs, which are purely fact-based, from other weblogs, such as the Darien News weblog which rely almost exclusively on anonymous posts, and are mostly gossip.

**Police Activities--Lovello**

Chief Lovello said that the new servers are ready to be installed. They are in the process of hiring, and they have posted the application on line. They have found that it has been downloaded quite often.

Mr. Gray asked whether the ITC should formally support the GIS Conversion project and the CityView Phase II project which are proposed within next year's budget. He made a motion to support those projects via a "sense of the meeting" vote. Ms. Berry seconded that motion, which was unanimously approved.

There being no other business, the meeting was adjourned at 9:20 A.M.

Respectfully submitted,

Jeremy B. Ginsberg